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| **VEHICLE SERVICING**  **About this tool:** This tool is a guide to help drivers, mechanics and transport officers understand the fundamental steps of maintaining and servicing a vehicle throughout its operational life. Servicing schedules such as this should be used in conjunction with daily, weekly and monthly vehicle checks. |
| **Four Wheeled Vehicles – TYPE A SERVICE – Every 10,000KM** |
| 1. Change engine oil and oil filter element |
| 2. Clean oil filter cap and crank case breather |
| 3. Clean air cleaner element and renew air cleaner oil |
| 4. Clean fuel sediment bowl |
| 5. Clean and reset contact breaker points (petrol engine) |
| 6. Clean and reset spark plugs (petrol engine) |
| 7. Lubricate all grease points |
| 8. Check oil levels in: |
| a. Gearbox, hub reductions and differentials |
| b. Steering swivel joints |
| c. Steering box |
| d. Fuel injection pump |
| 9. Check fluid levels in: |
| a. Brake and clutch master cylinders |
| b. Windscreen washer bottle(s) |
| 10. Lubricate with oil-can or grease: |
| a. Throttle and accelerator linkages |
| b. Door locks and hinges |
| c. Bonnet and boot fastenings and locks |
| 11. Check and rectify if necessary: |
| a. Battery terminals cleanliness |
| b. Battery clamps for tightness |
| c. Fan belt tension (DO NOT OVER TIGHTEN) |
| d. Engine idling speed |
| e. Water and oil leaks |
| f. Clutch and brake pedal clearances |
| g. Body and spring U-bolts |
| h. Tyre pressures and wear |
| i. Wheel nuts for tightness |
| j. Prop-shaft bolts |
| k. Wheel alignment and balancing |
| **Notes:** |
| Do not overfill oil levels |
| Remove oil drips and spills after topping up and lubricating |
| Wipe away surplus grease and finger-marks from paintwork and interior |
| **Four Wheeled Vehicles – TYPE B SERVICE – Every 20,000KM** |
| Type “A” plus: |
| 1. Replace fuel filters |
| 2. Replace air cleaner element (instead of cleaning) |
| 3. Replace contact breaker points (instead of cleaning and resetting) |
| 4. Lubricate distributor |
| 5. Replace spark plugs (instead of cleaning and resetting) |
| 6. Check fluid levels in: |
| a. Battery |
| b. Radiator |
| c. Check and rectify if necessary: |
| d. Suspension bushes |
| e. Wheel bearing adjustment |
| f. Engine and gearbox mountings |
| g. Brake, clutch and fuel pipes |
| h. Exhaust fittings for tightness |
| i. Reset valve clearances |
| 7. Check brake linings and drums, clean and report if worn |
| **Four Wheeled Vehicles – TYPE C SERVICE – Every 40,000KM** |
| Type “B” plus: |
| 1. Clean fuel tank |
| 2. Replace distributor condenser |
| 3. Drain and renew oil in hub reduction gears |
| 4. Drain and renew oil in gearboxes |
| 5. Drain and renew oil in differentials |
| 6. Clean and repack front wheel bearings |
| 7. Tyres and tubes rotation |
| **Four Wheeled Vehicles – TYPE D SERVICE – Every 60,000KM** |
| Type “B” plus: |
| 1. Drain and flush engine coolant and renew |
| 2. Renew power steering fluid |
| 3. Drain and renew brake fluid |
| 4. Drain and renew clutch fluid |
| 5. Check condition of tyres and tubes – report if worn |
| 6. Check condition of shock absorbers – report if worn |
| 7. Check condition of wheel bearings – report if worn |
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| **Four Wheeled Vehicles – TYPE E SERVICE – Every 100,000KM** |
| Type “B” plus: |
| 1. Change fuel injector nozzle |
| 2. Clean axle breathers |
| 3. Replace timing belt |